MicroSpec

USER'S GUIDE

RENTAL PROPERTY MANAGER
for
Commodore 64

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INTRODUCTION

Welcome to the **MicroSpec Inc. Commodore 64 Property Manager System**. This comprehensive, menu-driven system is designed and written to be *user-friendly*, requiring a minimum of input to operate. All functions are initiated through *multiple choice* selections and can be easily exited from in the event they are reached in error. This section contains a general description of the system, its requirements and features, and some suggested precautions.
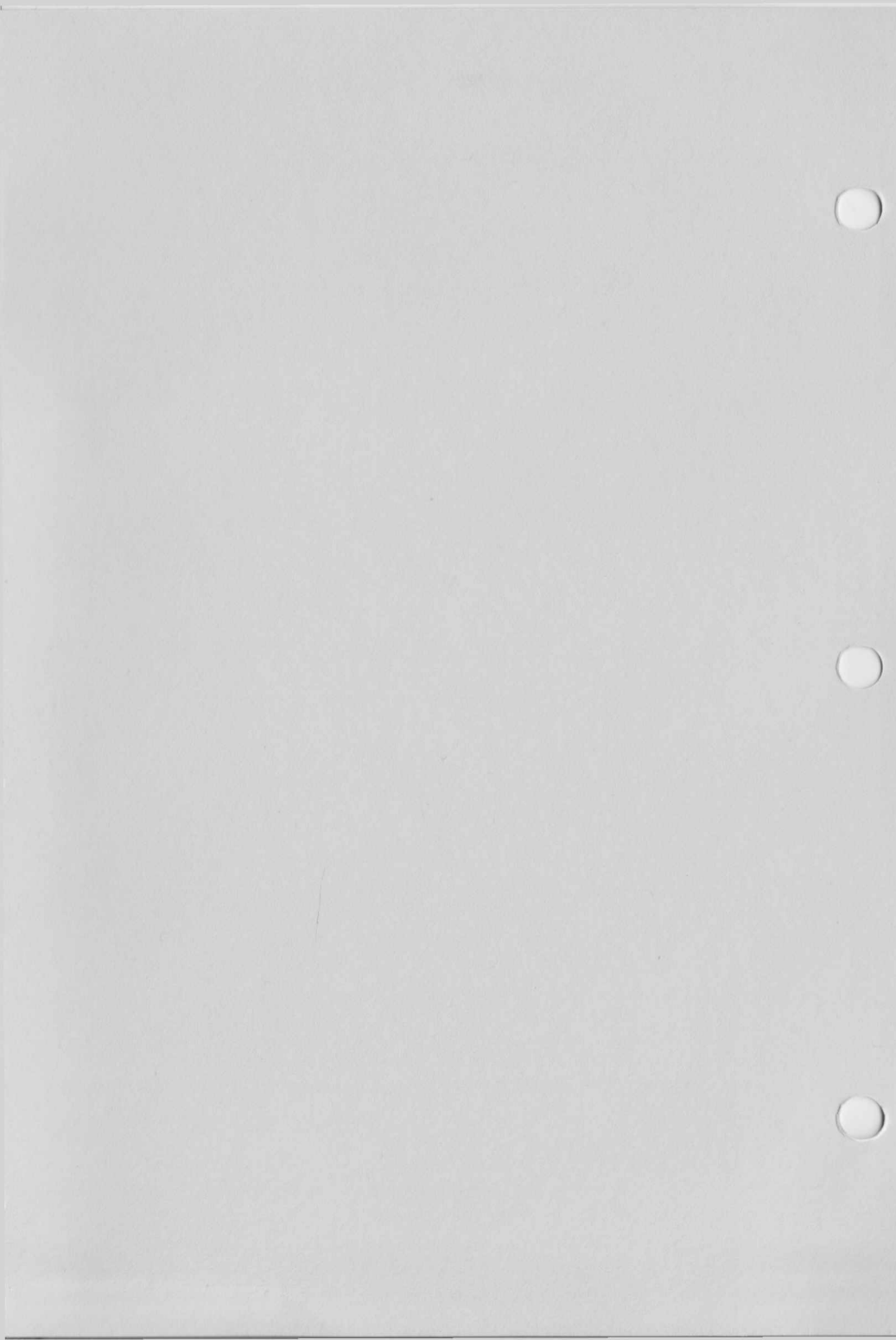
A. **General Overview of the Property Manager System.**
   This system enables the user to create and maintain a **Property Manager** file with a capacity of 200 accounts per diskette. Each account record contains an owner code, property code, unit number, last name, first name, street address, city, state, zip code, and telephone number. In addition, the record maintains information regarding; unit availability, date lease began, date lease ends, move in date, deposit 1 amount, deposit 1 date, deposit 2 amount, deposit 2 date, number of days until late, late charge amount, number of times late, monthly rental amount, date due, previous amount due, total now due, lease period total, total paid, and lease amt. remaining. The records also retain the past 12 payments, and the date paid, along with a lifetime income amount. And finally, the records will hold expense data, separated into 10 user defined categories. It will retain a current, year to date, and lifetime amount, for each of the 10 categories. The user can also define 10 *other income* categories, such as washers, dryers, video games, vending machines etc... The system will hold 50 *other income* entries at a time, and will maintain a lifetime amount for each of these categories. The system will with a minimum of user input, determine overdue rents, and adjust the billing accordingly. Account records are accessed by 6-digit alphanumeric keys assigned by the user. The user may create any number of Property Manager master files on separate diskettes and maintain them with the same program.

   The Property Manager System is comprised of three separate modules, *Create*, *File Work*, and *Reports*. There is a *SYSTEM DIRECTORY* on the diskette that ties the three modules together, so moving from one to another is a simple matter.

The files are maintained from the *File Work* module using *ADD, DELETE, CHANGE,* and *SCAN* functions. Using the Scan function, the user may search the file for a particular record or records, then use the *CHANGE* and *DELETE* functions to change or delete them as required.

Income and expenses are entered as transactions and a printed report of these can be made at any time. Rental income totals may be viewed along with all the information listed above by using the *SCAN* function. A *CLOSE PERIOD* function is used to update year to date and lifetime amounts, as well as clear current entries of *other income* and *rental expenses,* and produce a comprehensive printout of all transactions along with category totals for: current period, year to date, and lifetime, and grand totals of each category for these same periods.

A wide variety of reports and lists can be easily produced by the system. In addition to the *CLOSE PERIOD* Report mentioned above, the user will also be able to print the following:
  A. **TENANT LIST**, with three sort options.
  B. **OVERDUE LIST**, the user selects the comparison date.
  C. **EXPIRED LEASES**, the user selects the comparison date.
  D. **VACANCY LIST**
  E. **INCOME REPORT**
  F. **PAYMENT HISTORY**
  G. **LIST EXPENSES**, by unit, with category and grand totals.
  H. **RENTAL STATEMENTS**, with 3 line message.
  I. **LABELS**, for Rental Statements.

B. Hardware Requirements.

This system is designed to operate on the Commodore 64 with a 1541 disk drive, or a 4040 dual drive with appropriate interface. A printer addressed as device # 4 is required for hardcopy reports. While the system is designed to use a VIC-1525E printer, virtually any dot-matrix or letter quality device with an appropriate interface may be used. The user should be aware, however, that some printer/interface combinations may not function properly when used for this system. If there

are any doubts, ask the dealer for assistance in selecting an interface.

C. **Care of diskettes.**

Diskettes should be treated with the utmost care. Each diskette containing a **Property Manager** file can be the product of extensive time and effort, and therefore represents a substantial investment by the user. PLEASE observe the following precautionary measures:

1. **NEVER** touch the recording surfaces of the diskette. Dirt and body oil can contaminate the surface and render the files unreadable.

2. **NEVER** take the diskette out of the drive without replacing the protective paper jacket.

3. **NEVER** place the diskette near any magnetic force. Doing so can completely scramble or erase all recorded information.

4. **NEVER** perform a *Validate* operation on the data diskette, as it will render the records unreadable.

5. It is recommended that data diskettes created with this program be *backed up* (copied) each time major updates are performed. Such backups are essential in preventing loss of data due to physical disk damage. **MS-BACKUP**, available from **MicroSpec**, will perform a complete BAM-oriented disk copy with a single or multiple disk drive configuration.

For additional information on the care of diskettes, refer to the back of the paper diskette jacket.

D. **File Structure.**

The **Property Manager Master File** is a true random-access file. Any record in the file may be accessed directly without reading any intervening records. This is accomplished by using a *key* file to locate the record's position on the disk before reading the record.

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E. Syntax

Throughout this manual certain formats are used to designate user input syntax. The statement *enter...* instructs the user to type the specified input string followed by pressing RETURN. In statements where input values are enclosed by brackets ([0]), [del], etc.), only the value within the brackets should be typed.

SYSTEM STARTUP

Start the system by first turning on all hardware components. Insert the system diskette into the drive and enter [LOAD "0:*",8] and press RETURN. The system will respond:

*SEARCHING FOR ***
LOADING
READY

Now enter [RUN] and press RETURN. The system will now begin execution. The first screen will appear and remind the user to insert the system disk into the drive (it should already be in place). Press RETURN again, and the user will be presented with the System menu. The first time **Rental Property Manager** is *RUN*, the only valid selection will be CREATE. Enter [1] and press RETURN, and the system will then LOAD and RUN the Create module. After a few moments the Create title screen will appear and direct the user to insert a data disk into the drive. Remove the system diskette from the drive and replace it with a blank formatted diskette or one that may be written over. It is highly recommended to use a high quality diskette, to help ensure reliable performance. If no formatted diskettes are available, leave the system diskette in the drive until the *CREATE* function instructs the user to insert a blank diskette. When this action is completed, press RETURN. The system will next prompt:

Enter Date [MMDDYY]

Enter the desired date in the MMDDYY format where MM is the month, DD is the day, and YY is the year. For example, if the date desired is JULY 9th 1983, the user would enter [070983] and press RETURN. The system will now proceed to the Main Menu Screen.

AUDIO PROMPT

The **Rental Property Manager** system has an audio prompt feature that sounds a short *beep* tone whenever the computer has finished processing the last operation. This will free the user from having to stare at the screen until the computer is ready. The *beep* can be turned on or off any time in any of the modules, by pressing the f8 (shifted f7) key. If the *beep* is off, pressing the f8 key will turn it on, and likewise, if the *beep* is on pressing the f8 key will turn it off.

SYSTEM DIRECTORY

The System Directory allows the user to select which module will be used. It will *LOAD* and *RUN* the selected module automatically. The following will be displayed:

MicroSpec   Property Manager
Directory
Enter # of Selection [1-4]

---

1. Create
2. File Work
3. Reports
4. Exit to Basic

Enter the number of the desired option and press RETURN. For example, to move to Reports enter [3] and press RETURN. If the system disk is not in place in the disk drive, the user will be reminded to insert it. The user will then have to re-enter the selection.

When the system is used for the first time, the only module that may be used is the Create Module, so the user should enter a [1] to move to Create, or a [4] to Exit. All functions of File Work and Reports require a valid Rental Property Manager File in order to operate properly. Each of the above modules are discussed in detail in the remaining chapters of this manual.

The System Directory will respond:

Loading <YOUR SELECTION>

In a few moments, the title screen of the module the user selected will appear along with a *beep* sound to let the user know that this module is ready to begin execution. It will prompt the user to insert a data disk and press RETURN.

Each module contains a System Directory that enables the user to move from one module to another. To reach the System Director from the Create and Reports modules, enter [SY] from the Main menus, from File Work, enter either [CR] or [PR] to reach the System Directory. After displaying one of the above options, the following will be displayed:

Property Manager   07/09/83
Directory
Enter # of Selection [1-4]

---

1. Create
2. File Work
3. Reports
4. Exit to Basic

Operation of the Modules Directories is the same as the System Directory described above with one minor difference. The screen will go blank while the selected module is *LOADING*. This is to allow the computer to more quickly *LOAD* the module. These program modules are quite large so this time-saver is useful by helping to minimize the waiting time during *LOADING*. Upon completion of *LOADING*, the title screen will appear, along with the *beep* sound to let the user know the system is once again ready to do work.

CREATE MENU

The following Create Menu will be displayed:

—————————————— Microspec ——————————————

Property Manager   Date: 07/09/83
Main Menu
Enter Option

CReate file
REdefine company name

SEtup printer
COlor selections

SYstem directory

EXit program

Enter the first two characters of the desired option and press RETURN. For example, to create a new file enter [CR] and press RETURN. Any combination of characters other than those in upper case on the above menu will be ignored by the system. If an option is entered in error, pressing the f7 key immediately will cause the system to return to the Main Menu.

When the system is used for the first time, the *CREATE FILE* and *EXIT PROGRAM* options are the only choices that may be used. All other options require a valid **Rental Property Manager File** in order to operate properly. Each of the above options are discussed in detail in the remaining chapters of this manual.

CREATE

This option creates a **Rental Property Manager Master File** on a blank or *scratch* diskette. The process will erase any previously recorded data on the diskette. If the diskette in the drive already contains a **MicroSpec Rental Property Manager** data file, the system will prompt:

Disk Contains Data. Continue [y/n]

To over-write the existing file, enter [y]. Entering [n] will return to the Main Menu.

The system now requests information for Company name, address, city, state, and Zip Code. Next the system moves to the Define Expense Categories section. The system prompts:

Enter Category Name, Max. 15 Letters

The user now enters 10 expense categories, such as Tax, Electric, Water, Repairs, etc. It is recommended to allow at least one miscellaneous category. Now the system prompts:

Entries Correct [y/n]

If the user desires to make a change, enter [n]. The system will prompt:

Enter # To Change

The user now enters a number [1-10] to change a Expense Category

Once the user is satisfied with the choices, enter [y]. Next the system moves to the Define Income Categories. This operation is basically the same as Expense Categories. The system prompts:

Enter Category Name, Max 15 Letters

V. Create

The user now enters 10 other income categories. Again it is advisable to allow at least one miscellaneous category. Now the system prompts:

Entries Correct [y/n]

If the user desires to make a change, enter [n]. The system will prompt:

Enter # To Change

Once the user is satisfied with the choices, enter [y].

It is important to give careful consideration to the category names, as the system will retain lifetime total amounts. These amounts will only be accurate if the categories remain unchanged on the data disk, once the system has been put into operation.

At this point, the system will prompt:

Continue [y/n]

Insert Blank Disk
Process Will Erase Disk

To bypass formatting and return to the Main Menu, enter [n]. To proceed, enter [y]. The diskette will be formatted, 600 sectors are allocated, and a key file is created. At the completion of this function, the diskette directory will contain an entry for the key file, the other income/expense category file, and reflect the remaining sectors not allocated to the data file. The system now exits to the Main Menu. The user may now proceed to use the other system functions.

REDEFINE COMPANY NAME

This function is used to redefine the user's company name and address. This function can be accessed from both the *CREATE* and *FILE Work* modules by entering [RE] from the Main Menus. The fields are:

1. Company Name: Enter the name of the company or individual using the Property Manager system. This name is used throughout the system on all reports and statements.

2. Street: Enter the street or mailing address for the company or individual as it is to appear on reports and statements.

3. City, ST, Zip: Enter the City, State abbreviation, and Zip Code as they are to appear on reports and statements.

The system next prompts:

Entries Correct [y/n]

If entries are incorrect, enter [n] and the system returns to the first prompt:

1. Company Name

If entries are correct, enter [y] and the system will return to the Main Menu.

FILE WORK MENU

The following File Work Menu will be displayed:

————————————————— MicroSpec —————————————————

Property Manager   Date: 07/09/83
Main Menu
Enter Option

CReate file
CHange data
REdefine company name

FIle maintenance
TRansaction entry
CLose period

PRint reports

SEtup printer
COlor selections
EXit program

Enter the first two characters of the desired option and press
RETURN. For example, to *Close Period* enter [CL] and press
RETURN. Any combination of characters other than those in
upper case on the above menu will be ignored by the system. If
an option is entered in error, pressing the f7 key immediately
will cause the system to return to the Main Menu.

When the system is used for the first time, the *CREATE FILE*
and *EXIT PROGRAM* are the only choices that may be used. All
other options require a valid **Property Manager File** in order
to operate properly. Each of the above options are discussed in
detail in the remaining chapters of this manual.

CHANGE DATE

To change the date displayed at the top right corner of the screen, from the Main Menu of the *File Work* module enter [CH] and press RETURN. The system will prompt:

Enter Date [MMDDYY]

At this time, the user may change the date or enter one if none was entered upon *System Startup.*

The date must be six digits long. For example the date April 3rd 1983, would be entered as [040383]. This is true throughout the system with only one exception. The only time a date is not entered as described above is when entering the *Date Due*. For an explanation of this, see chapter 9, File *Maintenance*, and refer to the segment on the *ADD* function.

After the user has entered a date and pressed RETURN, the system is ready to accept other commands.

FILE MAINTENANCE

This option consists of four functions:

1. **ADD** record.
2. **DELETE** record.
3. **CHANGE** record.
4. **SCAN** file sequentially.

Each of these functions will be discussed in detail in this chapter. To proceed, enter the number of the desired function and press RETURN. To return to the Main Menu, press the f7 key. The key file will be re-written after any records have been added or deleted to the file before the system redisplays the Main Menu Screen.

1. The **ADD** function.

    This function is used to add records to the data file. The first prompt is:

    Enter Account ID, f7=Exit

    The account ID is used as a key to locate the record in the data file. It is six characters in length and may be any combination of letters and/or numbers. Each account ID should allow the user to easily recognize each account, or, the account ID should be some series of characters that is easy to remember. The account ID need not be six characters long, and can even contain spaces, such as 1 br 2 b. If an account ID is already in use, an error message is displayed, and the user can then either cancel the ADD function by pressing f7 or enter another account ID. The system next prompts:

    Enter Data, f7=Save, f5=Cancel

    The system is now ready for the user to supply information for the account. The user can scroll between fields using the CURSOR UP and CURSOR DOWN keys. Pressing RETURN will advance the cursor to the next available field. The entire record is displayed by two screens, one the *BASIC SCREEN* and the other is the *FINANCIAL SCREEN*. The user will first enter the *BASIC DATA*, then the screen will display the *FINANCIAL* fields so the user can enter data for these fields.

The cursor up/down key will move from one screen to the other. The account entry may be cancelled by pressing the f5 key at any time. To clear a field from the cursor position to the end of the field, press the CLR/HOME key (unshifted). Information is requested for the following fields:

Screen 1 - Basic Info.

1. **Owner Code**: Enter any 6 character reference code.

2. **Property Code**: Enter any 6 character reference.

3. **Address/Unit #**: Enter street or unit ID.

4. **Last Name**: Enter Tenant's last name.

5. **First Name**: Enter Tenant's first name.

6. **Billing Street**: Enter Tenant's mailing address.

7. **City**: Enter the city Tenant lives in.

8. **State Zipcode**: Enter the two-character postal abbreviation for the state and zip code.

9. **Telephone**: Enter Tenant's telephone number.

10. **Unit Availability**: Enter [a] for available for [u] for unavailable.

11. **Current Lease Began**: Enter the date in the MMDDYY format.

12. **Current Lease Ends**: Enter the date in the MMMDDYY format.

13. **Move In Date**: Enter the date in the MMDDYY format.

Screen 2 - Financial

1. **Deposit 1 Amount**: Enter amount.

2. **Deposit 1 Date**: Enter the date in the MMDDYY format.

3. **Deposit 2 Amount**: Enter amount.

4. **Deposit 2 Date**: Enter the date in the MMDDYY format.

5. **# Days Until Late**: Enter a one or two digit number.

6. **Late Charge Amount**: Enter amount.

7. **# Times Late**: For a new Tenant, this should be zero.

8. **Monthly Rental Amt**: Enter amount.

9. **Date Due**: Enter a number [1-31].

10. **Previous Amount Due**: For a new Tenant, this should be
  . zero.

11. **Total Now Due**: Enter amount.

12. **Lease Period Total**: System fills in this amount.

13. **Total Paid**: Enter amount.

14. **Lease Amt. Remaining**: System fills in this amount, after
   Lease Began and Lease Ends have been established.

Pressing RETURN without a value will set the field to zero. Press
f7 key to save the record or press f5 key to cancel the account
entry. Upon completion of this function, the system exits to the
File Maintenance Menu.

The following fields are tracked and maintained by the system as
transactions are entered after initial values are set.

9. # Times Late

10. Previous Amount Due

11. Total Now Due

12. Lease Period Total

13. Total Paid

14. Lease Period Remaining

When a rent is paid late, field #9 is incremented by 1. The total paid will reflect late charges paid, however the lease amount remaining will not. For example, if the:

Rental amount is	:	400.00
Late charge is	:	10.00

and the lease period runs from 6-1-83 to 6-1-84 then field 12 will display

Lease Period Total   :   4800.00

after the account is established. If July's payment is made in full on time, then field 14 will display

Lease Amt Remaining   :   4400.00

and field 13 will display

Total Paid   :   400.00

Then if August's payment is made late and includes the late charge amount, field 13 will show:

Total Paid   :   810.00

and field 14 will show

Lease Amt Remaining   :   4000.00

If expense transactions are charged to the lessee, then the *Lease Period Total* is increased by that amount, and the amount shows up in the *Total Now Due* field. Payments short of the Total Due will have the unpaid portion posted in the *Previous Amount Due* field and be added to the Total Due the next time a Rental Transaction is run for that account/unit.

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2. The **DELETE** function.

This function is used to delete any previously stored records from the data file. The system prompts:

Enter Account ID, f7=Exit

Pressing the f7 key will cancel the function and exit to the File Maintenance Menu. Enter the account ID for the record to be deleted. If the specified account ID does not exit, an error message is displayed, and the system returns to the Enter Account ID prompt. The system now prompts:

Forced Delete [y/n]

This feature allows deletion of a bad record without attempting to read and display its contents. It is especially useful in salvaging the remaining records on a diskette when a *string too long* or other error occurs when attempting to read a record. Enter [y] to proceed without attempting to read the record or [n] to display the record for verification. The system next prompts:

Enter [del] Code?

Enter [n] and press RETURN to cancel the delete. To complete the deletion process, enter [del]. The record will be deleted from the index file, and the space will be made available to the system. Upon completion of this function, the system exits to the File Maintenance Menu.

3. The **CHANGE** function.

This function is used to change (edit) any record previously stored in the data file. The system prompts:

Enter Account ID, f7=Exit

To cancel the function, press the f7 key and the system will exit to the File Maintenance Menu. To proceed, enter the account ID of the desired record. The system will attempt to

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record. An error message will be displayed if it cannot be found, returning to the *Enter Account ID* prompt. If the record is located, Screen 1 will be displayed and the system prompts:

Enter Field #, f7=save, f5=cancel

If the record is not the desired record to be changed, press the f5 key and the system will exit to the File Maintenance Menu. To proceed, enter the number of the field to be changed. This can be repeated. until all changes have been made. Also, the bottom of the screen will prompt the user:

f3=change screen

This allows the user to change the fields of the *Financial Screen*. When all changes have been made, press the f7 key to re-write the record to the data file. The system will return to the *Enter Account ID* prompt until the f7 key is pressed in response. Upon completion of this process, the system exits to the File Maintenance Menu.

4. The **Scan** Function.

    This function is used to sequentially scan records previously stored in the data file starting with a user-specified account ID. The system prompts:

    Enter Account ID, f7=Exit

    To cancel this function, press the f7 key. Enter the account ID to begin the scan with. If the record does not exist, the system displays an error message and retrieves the record for the next sequential account ID. If the record is located, the contents of Screen 1 are displayed along with the following prompts:

    f1=Next f3=Prev f7=Exit f5=(other screen)

    Enter [p] to print this screen

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To exit to the File Maintenance Menu, press the f7 key. To continue scanning forward, press the f1 key. To return to the previous record, press the f3 key. To view the other screen, press the f5 key. The system will continue to display the same screen (1 or 2) until the user enters f5 again. For a hard copy of the screen presently being displayed, enter [p] and press RETURN. To exit from the *SCAN* function, press the f7 key and the system will exit to the File Maintenance Menu.

TRANSACTION ENTRY

This option is used to enter transactions into the **Rental Property Manager System**. There are three types of transactions that can be recorded by this system. They are:

1. **Rental Income**

2. **Other Income**

3. **Expense**

These three types will be explained fully in this chapter. The first prompt is:

[1]=Income [2]=Expenses f7=Exit

To cancel this function and return to the Main Menu, press the f7 key. To proceed, enter a [1] to enter the income section, or a [2] to enter the expense section. In order to help make the process of entering transactions clear, an example of each type will be presented below.

Rental Income

To make a Rental Income entry, enter a [1] in response to the above prompt. The system will then prompt:

[1]=Monthly Rental [2]=Other Income

The user would now enter a [1], and press RETURN. The system will next prompt:

Enter Account ID, f7=exit

To cancel this function press the [f7] key. If the function is cancelled, the system will return to the *[1]=Monthly Rental [2]=Other Income* prompt. This *retreat* sequence is true throughout the transactions section, that is, f7 will move the user back to the previous level. To return to the Main Menu, simply keep pressing f7.

To continue, enter the account number for the unit an entry is to be made on. The system will display an error message if the record can not be located. When the record is found the system displays:

```
Prop. Code        :   XXXXXX
Address/Unit #     :   123 Main St.
Name of Lessee     :   Doe, John
```

The system then prompts:

Correct [y/n]

If the wrong record has been requested, enter [n] and the system will again request an account ID. If the record is correct, enter [y]. The system then prompts:

Date of Payment

The user can specify a date, or if the date set at the startup is appropriate, press RETURN. Note: the accuracy of the records kept by this system is largely dependent on the dates entered by the user, so be carful to always enter the correct date. After entering the date and pressing RETURN, the system displays:

```
Date of Payment        :   07/09/83

Address/Unit #         :   123 Main St.
Name of Lessee         :   Doe, John

Previous Amt.          :     20.00
Late Charge Amt.       :     15.00
Monthly Amt. Due       :    400.00
                          _____
Total Now Due          :    435.00
Amount of Payment      :


Lease Amt. Remaining   :   3660.00
```

Next one of three things will happen depending on the amount the user enters for *amount of payment*

1. If the amount paid is equal to the amount due, the system will display the message *Account Balanced* followed by a zero (0.00) amount.

2. If the amount paid is more than the amount due, the system will display the message *Amount Overpaid* : followed by the amount that is in excess of the amount due. The amount will be applied to the account as a credit towards the next month's rent.

3. If the amount paid is less (Heaven forbid) than the amount due, the system will display the message *Payment Short of Total Amt.* followed by the amount short. This amount will be added to the *Previous Amt. Due* field and will show up the next time *Rental Income* is performed on this account.

After an amount is entered, the system will prompt:

[a]=Accept [c]=Cancel

At this point the user should **CAREFULLY** look over the information displayed on the screen. If something is not correct, enter [c] and the system will go back to the *Account Correct Prompt*. Again, please make sure the entries are correct before entering [a]. It is much easier to run through the above sequence to correct an incorrect entry then it would be to try and reverse an entry later. Being satisfied the amount paid is correct, enter an [a]. The system will then prompt the user for the next account ID. The system will continue to display the old account ID, until a new one is entered. This is to help the user keep track of where they are on a list of accounts.

Other Income

The system will accomodate 50 *Other Income* entries at one time. This should be more than sufficient for most applications. If it is not, we recommend the user invest in MicroSpec's other fine Systems, particularly the Accounts Receivable and General Ledger systems.

To make an Other Income entry, proceed as follows:

From the Main Menu, enter [TR]. The system will prompt:

[1]=Income [2]=Expense 15=Exit

Now, enter [1] and press RETURN. Next the system will prompt:

[1]=Monthly Rental [2]=Other Income

Enter a [2] and press RETURN. The disk drive will activate and then the system will display:

Date: Entries on File: (0-50)
                         Room For   (50-0)

Now enter the date in MMDDYY format, or if the date entered upon startup is appropriate, press RETURN. Next the system will prompt:

Enter # of category, 0=Done

The system will now be displaying the ten Other Income categories the user defined during the CREATE process. The user may enter up to ten transactions, at a time. When finished entering transactions enter a [0] for the category and press return. A sample display may look like this:

1. Washers	:	124.50
2. Dryers	:	76.50
3. Coke Machine	:	58.00
4. Candy Machine	:	23.15
5. Video Games	:	245.75
6. Club House	:	0.00
7. Spa	:	22.50
8. Gym	:	15.00
9. Misc.	:	0.00
10. Misc.	:	26.60

After making the entries and a [0] has been entered, the system prompts:

[a]=Accept [c]=Cancel

If all entries are correct, enter an [a] and press RETURN. If there is an incorrect entry, enter a [c] and press RETURN. In either case, the system will return the user to the Enter Date prompt. If there are no more Other Income transactions, enter a [f7]. If there are more to enter then just repeat the above steps. Remember, the **Rental Property Manager System** will be maintaining Year to Date and Lifetime totals for each category, as well as current totals, so please be careful when entering data to ensure accurate records.

Expense Entry

To make an *Expense* entry, proceed as follows:

From the Main Menu, enter [TR]. The system will prompt:

[1]=Income [2]=Expense f5=Exit

Now, enter [2] and press RETURN. Next the system will prompt:

Enter Account ID, f7=exit

To cancel this function press the [f7] key, if the function is cancelled, the system will return the user to the [1]=Income [2]=Expenses prompt. This *retreat* sequence is true throughout the transactions section, that is, f7 will move the user back to the previous level. To return to the Main Menu, simply keep pressing f7. To continue enter the account number of the unit an entry is to be made for. The system will display an error message if the record cannot be located. When the record is found the system displays:

> Prop. Code   : XXXXXX
> Address/Unit #   : 123 Main St.
> Name of Lessee   : Doe, John

The system then prompts:

Correct [y/n]

If the wrong record has been requested, enter [n] and the system will again request an account ID. If the record is correct, enter [y]. The system then prompts:

Date of Payment

The user can specify a date, or if the date set at the startup is appropriate, press RETURN. Note: the accuracy of the records kept by this system is largely dependent on the dates entered by the user, so be careful to always enter the correct date. After entering the date and pressing RETURN, a sample display may look like this:

> Date of Payment   : 07/09/83
>
> Address/Unit #   : 123 Main St.
> Name of Lessee   : Doe, John

1. Taxes
2. Electric
3. Gas
4. Water
5. Carpet
6. Repairs

X. Transaction Entry   10-6

7. Paint
8. Exterminating
9. Misc.
10. Misc.

Next the system will prompt:

Enter # of category, 0=Done

The user would now enter a number from 1 to 10 to make an entry for a particular category. Remember, by pressing the f7 key the user can back out of an entry at any point, even if the prompt does not state this. After entering a non-zero number, the system will display a highlighted bar opposite the selected category. The user may now enter the amount of the expense. Now the system will prompt:

Charge To Lessee [y/n]

If the expense being recorded is to be paid by the lessee, enter [y] and the *Financial* information for this unit will be adjusted accordingly. The amount will be added to the *Lease Period Total* and be added to the *Total Now Due* and the next time a *Rental Payment* is recorded for this unit, the expense amount will be figured into the *Total Now Due*. If the expense is not to be paid by the lessee, enter [n] and press RETURN. The system now prompts:

[a]=Accept [c]=Cancel

At this point the user should **CAREFULLY** look over the information displayed on the screen. If something is not correct, enter [c] and the system wil go back to the beginning of this section. Again, please make sure the entries are correct before entering [a]. It is much easier to run through the above sequence to correct an incorrect entry than it would be to try and *reverse an entry* later. Being satisfied the amount of the expense is correct, enter an [a]. The system will then return to the *Enter # of category, 0=Done* prompt. The user continues to make entries in this manner until all entries have been made. The user may make from 1 to 10 entries at a time. After the 10th entry, the system will return to the *Enter Account ID, f7=Exit* prompt, where the user may either enter an account, or retreat to the *[1]=Income [2]=Expense f5=Exit* prompt.

X. Transaction Entry   10-7

CLOSE PERIOD

This function is used to close either the *Current* period or the *Year to Date* period. The user should perform this function once a month to close out the *Current* amounts and once a year to close out the *Year to Date* amounts. The system also maintains Lifetime totals for all expense and income categories, as well as a lifetime total for *Rental Income*. These are not affected by a *Close Period* function. They will remain on the data disk until the user recreates that disk. Unit lifetime totals are lost if a record is deleted, so exercise caution before deleting a unit that has had transactions entered on it.

A complete printout of all *Other Income* categories and *Expense* categories is printed whenever a *Close Period* is executed. This should be kept permanently, as the *Current* information cannot be reproduced after a *Close Period*. The printout will also display *Grand Total* figures for each category and all units. The *Rental Income* is not printed however, as it is not affected by a *Close Period*. The system prompts:

Close: [m]=Month [y]=Year [c]=Cancel

Enter a [m] to close month or [y] to close year. Entering a [c] will cancel this function and return the user to the Main Menu. The next prompt is:

Ready Printer, Press RETURN

Align the printer to the top-of-form and press RETURN when ready.

<NOTE>

Proceed with caution when using this function as once a *Close Period* has begun, it cannot be stopped, and it is unreversible. It is recommended to set up a scheduled data once a month to run the *Close Period* function, and every time this is done, document it to help prevent any mistakes.

REPORTS MENU

The following Reports menu will be displayed:

```
————————————————— MicroSpec ——————————————
Property Manager                        Date: 07/09/83
Reports Menu
Enter Option
——————————————————————————————————————————————————
```

TEnant list

OVerdue rents

LEases expired

VAcancy list

INcome report

PAyment history

REntal statements

LIst expenses

LAbels

PRinter setup

SYstem directory

EXit to basic

Enter the first two characters of the desired option and press RETURN. For example, to *List Expenses* enter [LI] and press RETURN. Any combination of characters other than those in upper case on the above menu will be ignored by the system. If an option is entered in error, pressing the f7 key immediately will cause the system to return to the Main Menu.

When the system is used for the first time, the *EXit to basic* function is the only choice that may be used. All other options require a valid **Rental Property Manager File** in order to operate properly. Each of the above options are discussed in detail in the remaining chapters of this manual.

XII. Reports Menu   12-1

TENANT LIST

This function prints out a list of tenants. The list can be printed three ways:

1. *Sorted by Owner Code.*
2. *Sorted by Property Code.*
3. *Sorted by Last Name.*

The system prompts:

Enter 1, 2, 3, [f7] = Exit

Sort by; 1. *Owner Code*
2. *Property Code*
3. *Tenants Last Name*

To exit from this function and return to the Reports Menu, press the f7 key. To proceed, enter [1] to sort by *Owner Code,* [2] to sort by *Property Code,* or [3] to sort by *Tenants Last Name.* After a sort type is selected, the system will display:

Processing Account:

As records are *read,* the account number will be displayed on the screen. When all records have been *read,* the system will begin to sort them by the guideline selected. As the records are sorted, the border of the screen will expand, and the text portion will narrow slightly. This is just a visual sign to remind the user that the system is working and not to interrupt it. After a few moments the screen will return to normal, and the system will prompt:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing all accounts that have been leased or otherwise made unavailable by the user entering a [u] in the *Unit Availability* field. The next prompt is:

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

XIII. Tenant List

13-1

To continue with the next account, press RETURN. To cancel the tenant list enter [c], and the system will return to the Reports Menu.
After all accounts have been printed, the system will return to the first prompt. At this point, the user can either exit to the Reports Menu by pressing [f7] or print another list.

There is an example of a *Tenant List* in chapter 24 of this manual.

OVERDUE LIST

This function prints out a list of units and tenants that are found by the system to be late in paying this month's rent. The first prompt is:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, press the f7 key. To continue, press RETURN. The next prompt is:

Date For Comparison, f7 = Exit

To return to the Reports Menu, enter [f7]. To proceed, enter a date for the system to use to determine if a rent is late or not. If no date is entered, the default date will be 00/00/00 This will list all units as *Late*. Now the system will display.

Processing Account:

Along with the prompt:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing all accounts that have been determined to be late by the system. The user may wish to print *Rental Statements* for these units. The next prompt is:

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the overdue list enter [c], and the system will return to the Reports Menu.
After all accounts have been printed, the system will return to the Reports Menu.
There is an example of a *Overdue List* in chapter 24 of this manual.

XIV. Overdue List   14-1

EXPIRED LEASES

This function prints out a list of units and tenants that are found by the system to have expired leases. The first prompt is:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, press the f7 key. To continue, press RETURN. The next prompt is:

Date for Comparison, f7 = Exit

To return to the Reports Menu, enter [f7]. To proceed, enter a date for the system to use to determine if a lease is expired or not. If no date is entered, the default date will be 00/00/00 This will list all units as Expired. Now the system will display:

Processing Account:

Along with the prompt:
Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing all accounts that have been determined to be expired by the system. The report also prints the current rental amount for the user to review. The next prompt is:

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the expired lease list, enter [c] and the system will return to the Reports Menu.
After all accounts have been printed, the system will return to the Reports Menu.
There is an example of *Expired Leases* in chapted 24 of this manual.

XV. Expired Leases   15-1

VACANCY LIST

This function prints out a list of units that are found by the system to be vacant or designated available by the user by having entered an [a] in the *Unit Availability* field. The system prompts:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, enter [f7]. To continue, press RETURN. Now the system will display:

   Processing Account:

Along with the prompt:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing all accounts that have been determined to be vacant by the system. The next prompt is:

Press RETURN To Pause

To pause, press RETURN and hold it down until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the vacancy list, enter [c] and the system will return to the Reports Menu.
After all accounts have been printed, the system will return to the Reports Menu.
There is an example of a *Vacancy List* in chapter 24 of this manual.

INCOME REPORT

This function prints out a list of all current Other Income transactions along with category totals. It also prints the Rental Income totals for each unit and then the grand total for all the units. The system prompts:

RETURN = Continue, f7 Exit

To return to the Reports Menu, enter [f7]. To continue, press RETURN. Now the system will prompt:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing the Other Income amounts first, followed by the Rental Income information. Next the system prompts.

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the Payment History Report enter [c] and the system will return to the Reports Menu.

< Note >

The printing cannot be interrupted while the *Other Income* portion of the report is being printed. Once the system starts printing *Rental Income*, then the user may interrupt printing by pressing the RETURN key.
After all accounts have been printed, the system will return to the Reports Menu.
There is an example of *Income Report* in chapter 24 of this manual.

PAYMENT HISTORY

This function prints out a list of units from a user selected range and shows the date and amounts for the previous 12 month period. The report also shows a total for these 12 payments along with a Year To Date and Lifetime income total.
The system prompts:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, enter [f7]. To continue, press RETURN. Now the system will prompt:

Enter Starting Account #, [a] = All

Beginning
Ending

To exit from this function and return to the Reports Menu, press the f7 key. To proceed, enter [a] to print all accounts on file, or to process a range of accounts, enter the starting account ID. If other than [a] is entered, then an ending account ID will need to be entered. This may be the same as the starting account ID to process only one account.
The system now displays:

Processing Account:

Along with the prompt:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing all accounts that have been selected by the user. The next prompt is:

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

XVIII. Payment History

18-1

To continue with the next account, press RETURN. To cancel the Payment History Report enter [c] and the system will return to the Reports Menu.

After all accounts have been printed, the system will return to the Reports Menu.

There is an example of a *Payment History* in chapter 24 of this manual.

RENTAL STATEMENTS

This function prints monthly rental statements reflecting regular rental amount and previous amount due. The user may also add a message to the statement. There is a sample of this printout in chapter 24. The first prompt is:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, press the f7 key, to continue, press RETURN.
Now the system will prompt:

Enter Starting Account #, [a] = All
Beginning
Ending

To exit from this function and return to the Reports Menu, press the f7 key. To proceed, enter [a] to create statements for all accounts on file or, to process a range of accounts, enter the starting account ID. If other than [a] is entered, then an ending account ID will need to be entered. This may be the same as the starting account ID to process only one account. The system next prompts:

Enter Standard Message

Enter up to three lines of message text to appear on the bottom of each statement. Next, the system prompts:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The statements are printed two per page. The system will begin displaying account IDs as they are processed and displays the following prompt:

Press RETURN To Pause

To pause after the current displayed account ID has been printed, press RETURN and hold it until the following prompt appears:

XIX. Rental Statements 19-1

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the statements, enter [c] and the system will return to the Reports Menu.

LIST EXPENSES

This function prints out a list of *Expenses* along with category totals for a range of units selected by the user. The report will show the day of the current entry and will also show Year to Date and Lifetime totals for the units. The system prompts:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, enter [f7]. To continue, press RETURN. Now the system will prompt:

Enter Starting Account #, [a] = All
Beginning
Ending

To exit from this function and return to the Reports Menu, press the f7 key. To proceed, enter [a] to create statements for all accounts on file or, to process a range of accounts, enter the starting account ID. If other than [a] is entered, then an ending account ID will need to be entered. This may be the same as the starting account ID to process only one account. The system next prompts:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin printing the Expense List amounts. Next the system prompts:

Press RETURN To Pause

To pause, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the Expense List Report enter [c] and the system will return to the Reports Menu.
There is an example of *Income Report* in chapter 24 of this manual.

XX. List Expenses

LABELS

This function prints labels for all accounts on file. This function will accomodate only single label width stock. The first prompt is:

RETURN = Continue, f7 = Exit

To return to the Reports Menu, press the f7 key. To continue, press RETURN. The next prompt is:

Enter Starting Account #, [a] = All
Beginning
Ending

To exit from this function and return to the Records Menu, press the f7 key. To proceed, enter [a] to create labels for all accounts on file or, to process a range of accounts, enter the starting account ID. If other than [a] is entered, then an ending account ID will need to be entered. This may be the same as the starting account ID to process only one account. The system next prompts:

Enter # Of Tab Positions

Enter the number of characters to the right from the left edge of the label form to begin printing. Press RETURN for zero. Next, the system prompts:

Enter # of Linefeeds Between Labels

The system prints three lines per label. Enter the number of blank lines required to begin printing on the next label on the form. The next prompt is:

Ready Printer, Press RETURN

Set the printer to top-of-form and press RETURN when ready. The system will begin displaying account IDs as they are processed and displays the prompt:

Press RETURN To Pause

To pause after the current displayed account ID has been printed, press RETURN and hold it until the following prompt appears:

Press RETURN To Continue, [c] = Cancel

To continue with the next account, press RETURN. To cancel the labels, enter [c] and the system will return to the Reports Menu.

COLOR SELECTION

This function is used to change the color selection for screen and text. This can be done from either the *CREATE* module or the *FILE WORK* module. The system displays:

———————————————— MicroSpec ————————————————

1. Black   [1] = Screen Color
2. White
3. Red   [2] = Border Color
4. Cyan
5. Purple   [3] = Response Color
6. Green
7. Blue   [4] = Message Color
8. Yellow
9. Orange   [5] = Prompt Color
10. Brown
11. Light Red   [6] = Menu Color
12. Dark Gray
13. Medium Gray
14. Light Green
15. Light Blue
16. Light Gray

Enter the appropriate selection number, the RETURN. For example to change the border color, enter [2]. The system will then prompt:

Enter Border Color

Now enter the number of the desired color for the selected item. The user may continue to change colors until satisfied with the combinations. The system will record the color selections on the the data diskette and set them each time the system is started. To exit from this function, press the f7 key. If any changes have been made, the system will rewrite the key file prior to returning the Main Menu.

PRINTER SETUP

This function is used to set up the printer if the user is not using a Commodore or CBM printer, or wishes to send special characters to initialize special modes, etc. It also allows the user to specify a printer delay time in seconds (approximately) for synchronization purposes and to specify if the system should send linefeeds or if the printer will provide them. This function is accessible from all three modules. The system displays:

——————————————— MicroSpec ———————————————

Property Manager   Date: 07/09/83
Printer Setup
Enter Selection, f7=Exit

---

1. Codes
2. Secondary Address = 7
3. Delay = 0
4. Linefeed = yes

At this point, the user may exit from this option by pressing the f7 key. If any changes are made, the system will update the printer setup file prior to returning to the Main Menu. The valid responses are:

1. **Initialize Codes** - Enter a [1] and the system will prompt:

   Enter ASC$ Value

   Enter the ASC$ numeric value for the characters to be sent. The system will continue to accept values one at a time until the user enters RETURN without any value. This string of characters will be sent to the printer immediately after it is OPENed by the system. The user may send ESCAPE sequences, etc. to configure or use any special features of the printer.

2. **Secondary Address** - Enter the secondary address for the printer device/interface. If using a CBM printer, enter [7]. For most other types of printers/interfaces the proper secondary address is specified in the user guide for the device and will vary according to switch settings, etc. Some experimentation may be necessary to arrive at the right number.

3. **Delay** - Enter an integer number, multiplied by 1000, representing the approximate number of seconds the printer should delay before printing the next line. Press RETURN with no value to exit.

4. **Linefeed** - The system will prompt:

   Send Linefeed [y/n]

   Enter [y] to cause the system to send linefeeds to the printer. If the printer supplies its own linefeeds, enter [n] (this is the default). This function is included due to some printers having a switchable option that can cause the device to *carriage return* without spacing vertically (linefeed). The user should carefully consult the operation manual for the printer being used to ensure that it is properly set up before using this function.

SAMPLE REPORTS

Tenant List Sorted E, Property Code

```
******* T E N A N T S ************************* Date: 07/19/83  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*********************************************************************
Name             Telephone  Street        City        St/Zip    P. C.
--------------------------------------------------------------------
Cool, Ken        234 7433   200 Broad St  Lavon       Tx 75323  111bbb
Morris, Bob      323 3234   2434 Main St  Dallas      Tx 74344  111ccc
Green, Cathy     242 5234   224 Pine Dr   Mesquite    Tx 73453  112aaa
Hall, Connie     232 9084   8433 Lalevue  Garland     Tx 75043  222bbb
```

Tenant List Sorted By Owner Code

```
******* T E N A N T S ************************* Date: 07/19/83  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*********************************************************************
Name             Telephone  Street        City        St/Zip    O. C.
--------------------------------------------------------------------
Morris, Bob      323 3234   2434 Main St  Dallas      Tx 74344  22aa22
Green, Cathy     242 5234   224 Pine Dr   Mesquite    Tx 73453  23aa22
Cool, Ken        234 7433   200 Broad St  Lavon       Tx 75323  4444dd
Hall, Connie     232 9084   8433 Lalevue  Garland     Tx 75043  aaa bb
```

Tenant List Sorted By Tenant's Last Name

```
******* T E N A N T S ************************* Date: 07/19/83  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*********************************************************************
Name             Telephone  Street        City        St/Zip    O. C.
--------------------------------------------------------------------
Cool, Ken        234 7433   200 Broad St  Lavon       Tx 75323  111bbb
Green, Cathy     242 5234   224 Pine Dr   Mesquite    Tx 73453  112aaa
Hall, Connie     232 9084   8433 Lalevue  Garland     Tx 75043  222bbb
Morris, Bob      323 3234   2434 Main St  Dallas      Tx 74344  111ccc
```

XXIV. Sample Reports   24-1

Overdue List

```
***  O V E R D U E  R E N T S  ********************** Date: 07/15/87  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*******************************************************************************
                        Comparison Date: 10/06/87
-------------------------------------------------------------------------------
A = Monthly Rental Amt.  B = Previous Amt. Due  C = Late Charge  D = Total Due
-------------------------------------------------------------------------------
Address/Unit #     Lessee          A   +   B   +   C   =   D    Account ID
-------------------------------------------------------------------------------
200 Broad          Ker Cook       400.00   0.00   15.00  415.00  a10
224 Pine #2        Cathy Green    350.00  10.50   12.00  372.50  120
```

Expired Leases

```
***  E X P I R E D  L E A S E S  ****************** Date: 07/15/87  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*******************************************************************************
                        Comparison Date: 10/06/87
-------------------------------------------------------------------------------
Address/Unit #     Lessee        Lease Expired   Rental Amt.      Account ID
-------------------------------------------------------------------------------
8400 Lakeview      Connie Hall    08/01/87         85.00          aaaaa
2434 Main          Bob Morris     08/01/87        775.00          aa111
```

Vacancy List

```
***  V A C A N C Y  L I S T  ****************** Date: 07/15/87  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*******************************************************************************
Account ID          Address/Unit #       Property Code      Owner Code
-------------------------------------------------------------------------------
127bbb              217 Castle #3        BB 2br             don112
ab1A                2500 Grande          aa12               2100m
```

XXIV. Sample Reports   24-2

Income Report

Other Income

#	Category	Date	Amount
1 - 2	Dryers	06/14/83	123.00
2 - 4	Candy Machine	06/14/83	57.25
3 - 7	Pool	06/14/83	23.00
4 - 3	Cole Machine	06/14/83	223.00
5 - 9	Gym	06/22/83	14.00
6 - 10	Misc.	06/22/83	41.40
7 - 1	Washers	06/22/83	168.00
8 - 5	Video Game	07/07/83	188.50
9 - 6	Club House	07/07/83	125.00
10 - 8	Sauna	07/07/83	43.00
11 - 2	Dryers	07/14/83	89.10
12 - 4	Candy Machine	07/14/83	74.00
13 - 7	Pool	07/14/83	33.00
14 - 6	Club House	07/14/83	12.00
15 - 9	Gym	07/14/83	44.00

Total = $ 1158.25

Category	Current	YTD	Lifetime
Washers	168.00	117.00	333.50
Dryers	212.00	244.44	452.00
Cole Machine	223.00	475.00	674.00
Candy Machine	131.25	245.70	448.00
Video Game	188.50	482.00	748.50
Club House	137.00	266.00	386.70
Pool	56.00	118.00	244.00
Sauna	43.00	229.00	458.00
Gym	58.90	112.00	202.00
Misc.	41.40	88.34	166.27
Totals	1258.15	2451.08	4079.53

```
**************************************************************************
```

Unit Income

	Account ID: #10	Property ID: #aen22	Owner ID: 12231
Totals For:	Past 12 Payments	YTD	Lifetime
	4400.00	2800.00	8440.00
Grand Totals:	Past 12 Payments	YTD	Lifetime
	118700.00	142500.00	191250.00

Payment History Report

```
*****  P A Y M E N T S  ***************************  Date: 05 15 87  *****
                              Your Company
                              1234 Main St
                              Plano, Texas
*********************************************************************************
     Account ID: 150a          Property ID: 2br2bt          Owner ID: 5770bd


     Lessee    : Cathy Carter
     Address   : 155 Main St
     City      : Dallas Tx 75032
     Telephone : 424 8434

     Payment #              Date                Amount

         1                06/02/82              400.00
         2                07/01/82              400.00
         3                08/06/82              415.00
         4                09/01/82              400.00
         5                10/02/82              400.00
         6                11/02/82              450.00
         7                12/02/82              400.00
         8                01/02/83              350.00
         9                02/02/83              450.00
        10                03/02/83              400.00
        11                04/02/87              415.00
        12                05/02/83              400.00


-------------------------------------------------------------------------------
              Total For Past 12 Payments: $   4680.00
              Total For Year To Date   : $   2015.00
              Total Lifetime Income    : $  12685.00
-------------------------------------------------------------------------------
```

XXIV. Sample Reports

24-4

Rental Statement

```
*****   S T A T E M E N T  *************************   Date: 05/19/83   *****
                           Your Company
                           1234 Main St
                           Plano, Texas
********************************************************************************
        Account ID: 150d         Property ID: 2br2bt        Owner ID: 5700bd
    To: Cathy Carter
        155 Main St
        Dallas, Tx 75032
Address/Unit #        Reg. Payment    Previous Amt.              Total
--------------------------------------------------------------------------------
155 Main                 400.00            0.00                 400.00

Date Due            Due Amount
06/01/83              400.00

Late After          Late Amount
06/06/83              415.00


                         Y O U R
                       M E S S A G E
                     G O E S   H E R E.

                       T H A N K   Y O U
```

Expense Report

```
***   E X P E N S E S  *************************   Date: 05/19/83   *****
                         Your Company
                         1234 Main St
                         Plano, Texas
********************************************************************************
        Account ID: 150d         Property ID: 2br2bt        Owner ID: 5700bd
        Lessee  : Cathy Carter
        Telephone : 424 8434

--------------------------------------------------------------------------------
Category          Day          Current          YTD            Lifetime
--------------------------------------------------------------------------------
Taxes              16          144.45          658.39          4724.55
Electric           14          109.22          577.32          5035.24
Gas                10           35.55          241.35          2398.35
Water              05           12.22           76.84           521.26
Carpet             00            0.00            0.00           189.17
Paint              00            0.00            0.00           142.15
Repairs            02           46.68           46.68           264.47
Misc.              00            0.00           14.47           156.88
Misc.              00            0.00            0.00           110.00
Misc.              02            7.80            7.80             7.80
--------------------------------------------------------------------------------
Totals                         355.92         1622.85         15149.83
```

XXIV. Sample Reports

24-5

```
                            Expense Totals
--------------------------------------------------------------------
Category              Current          YTD           Lifetime
--------------------------------------------------------------------
Taxes                 1577.45         2747.43        14701.22
Electric               712.75         7122.12        27774.48
Gas                    721.75         1227.47        17212.21
Water                   88.47          536.71         2785.14
Carpet                 124.22          212.57         4644.47
Paint                  277.45           98.72         2122.25
Repairs                176.24          372.77         2185.52
Misc.                  727.72           84.54          942.27
Misc.                   18.47           16.21          725.65
Misc.                   72.23          136.64          257.65
--------------------------------------------------------------------
Grand Totals          3367.57         8633.60        67270.82
--------------------------------------------------------------------
```

Labels

```
Cathy Carter
155 Main St
Dallas, Tx 75022


Ken Cook
200 Broad St
Lavon, Tx 75223


Bob Morris
2434 Main St
Dallas, Tx 75244


Connie Hall
6477 Lakeview
Garland, Tx 75043
```

XXIV. Sample Reports   24-6

EXIT

This function insures that all system files are properly closed before exiting to Basic. Always exit the system using this function in order to ensure that all channels and disk files are properly closed.